Form DJ-118
(Ed. 7-4-67)

U. S. DEPARTMENT OF JUSTICE

WASHINGTON, D. C. 20530

REQUEST FOR ACCESS TO OFFICIAL RECORD UNDER 5 U.S.C. 552(a) and 28 CFR PART 16

See instructions for payment and delivery of this form at bottom of page

NAME OF REQUESTER	ADDRESS (street, city, state and zip code)	
DATE		
DO YOU WISH TO RECEIVE COPIES ? ☐ YES ☐ NO IF YES, SO INDICATE (no more than 10 copies of any document will be furnished).	NUMBER OF COPIES REQUESTED	OFFICE AND CITY WHERE RECORD IS LOCATED (if known)

DESCRIPTION OF RECORD REQUESTED (include any information which may be helpful in locating record)

LITIGATION: DOES THIS REQUEST RELATE TO A MATTER IN PENDING OR PROSPECTIVE LITIGATION? ☐ YES ☐ NO

FILL IN IF IN PENDING → LITIGATION	COURT (check one) ☐ FEDERAL ☐ STATE	DISTRICT	NAME OF CASE	DOCKET NUMBER

SIGNATURE

FOR USE BY DEPARTMENT OF JUSTICE ONLY

THIS REQUEST IS:

☐ GRANTED

☐ DENIED

☐ REFERRED

A MINIMUM FEE OF $3.00 MUST ACCOMPANY THIS REQUEST. OTHER CHARGES ARE AS FOLLOWS. (do not write in this box)

FOR SECOND AND EACH ADDITIONAL ONE QUARTER HOUR SPENT IN SEARCHING FOR OR IDENTIFYING REQUESTED RECORD $ 1.00 _____

FOR EACH ONE QUARTER HOUR SPENT IN MONITORING REQUESTER'S EXAMINATION OF MATERIAL $ 1.00 _____

COPIES OF DOCUMENTS:
50¢ FIRST PAGE, 25¢ EACH ADDITIONAL PAGE _____

FOR CERTIFICATION OF TRUE COPY $ 1.00 EACH _____

FOR ATTESTATION UNDER THE SEAL OF THE DEPARTMENT $ 3.00 EACH _____

GSA CHARGE _____

TOTAL CHARGE _____

Payment under this section shall be made in cash, or by United States money order, or by check payable to the Treasurer of the United States. Postage stamps will not be accepted.

This form may be delivered to any of the offices listed in 28 C. F. R. 16.2 or mailed to: Office of the Deputy Attorney General, Department of Justice, Washington, D. C. 20530